

## EMPLOYEE INFORMATION SHEET

Jose Henry Gonzalez

NAME

[REDACTED]

SOCIAL SECURITY NUMBER

69-1353 Rd Drive

HOME ADDRESS

04 28 64

DATE OF BIRTH

Maspeth NY 11378

CITY/STATE/ZIP

910 489 853

DRIVER'S LICENSE # /STATE

718) 396 14 20

HOME TELEPHONE NUMBER

4 Jun 8 2007

DATE OF HIRE

1917) 3310 163

EMERGENCY CONTACT/PHONE #

\$ 40,000 per Year

RATE OF PAY/FULL TIME/PART TIME

718) 939 80 85

PHYSICIAN/PHONE NUMBER

630 / Installer

BRANCH # /POSITION

SEND TO CORPORATE OFFICE:

W-4 FEDERAL/STATE

EMPLOYMENT AGREEMENT

INSURANCE ENROLLMENT FORM:

A. WANTS COVERAGE

B. DECLINES COVERAGE

LONG TERM DISABILITY FORM

1-9 IMMIGRATION FORM

EMPLOYEE INFO SHEET

SIGN PAGE FROM EMP MANUAL

SAVINGS FORM

DIRECT DEPOSIT AUTH. FORM

BENEFIT ENHANCER FORM

DMV AUTHORIZATION

DOCTOR PRE DESIGNATION

EMPLOYEE INITIAL	MGR INITIAL	SENT TO CORPORATE
JH	(S)	
JH	(S)	
JH	(S)	
(S) JH	(S)	
JH	(S)	
JH	(S)	
JH	(S)	
JH	(S)	
JH	(S)	
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JH	(S)	
JH	(S)	
JH	(S)	
JH	(S)	
JH	(S)	

## STATEMENT OF AWARENESS

**THIS STATEMENT OF AWARENESS SHOULD BE READ CAREFULLY BEFORE SIGNING**

I have read and fully understand the rules and policies described in this handbook and I understand that they may be changed by the Company at any time without prior notice to me. I understand that any changes in the rules and policies will be in writing. I understand that any violation or deviation from the Company's rules and policies by me is a serious matter and may result in disciplinary action, including discharge. I agree to conform to the rules and policies of the Company.

I understand that, although certain of the Company's rules and policies specifically provide for discharge in the event of violation, the circumstances under which I may be discharged are not limited to failure to comply with those or any other rules or policies contained in this handbook. I understand that my employment by the Company can be terminated with or without cause and with or without notice, at any time, at my option or at the option of the Company. I understand that no manager or representative of the Company other than its Chief Executive officer has any authority to enter into any agreement with me for employment not covered in the provisions of this Statement of Awareness. I understand that no manager or representative of the Company other than the Chief Executive Officer (or such persons as might be designed) has any authority to alter or amend the Company's rules and policies. I understand that no rule or policy can be changed orally and that all changes, if any, must be in writing.

José Henry Gonzalez  
(Name)

5-4-2007  
(Date)

  
(Signature)

BL 630

(Location and Department)



Written Warning

# Corrective Action Form

Employee Name <u>Jose Henry Gonzalez</u>	Date of Warning: <u>1.19.11</u>
Branch <u>630</u>	

Type of Violation (circle) Attendance Safety Dishonesty/Theft Carelessness Tardiness Insubordination <u>Work Quality</u> Drug/Alcohol
Violation Date: <u>1.18.11</u> Violation Time: _____ Place: _____

Company Statement: <u>See attachment</u>
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Employee Statement: I agree with Statement I disagree with Statement for the following reasons: <u>Refused to work on call &amp; wants more money. Asked for me to fire him so he can get unemployment</u>
Employee Signature: _____ Date: _____

Warning Decision <u>Henry must improve his work quality and communication to management.</u>		
Approved by: <u>Samuel Villanueva</u>	Title: <u>Branch Manager</u>	Date: <u>1.19.11</u>

Previous Warnings:
Date: _____ V/W _____
Date: _____ V/W _____

I have read this "warning decision" and understand it.	
Employee Signature <u>[Signature]</u>	Date _____
Supervisor's Signature _____	Date _____

Follow-Up Date: _____
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Refuse to sign

1-19-11

Henry went to a service call while on call on 1-17-11 to Sea Rest. He reported to the Manager that the machine at the location was still down because it required a drain and a fill button. I asked him why didn't he return to the office get the parts and replace it he had no answer. The task of changing out the switches was given to a route driver that was nearest the call. The driver called saying he changed out the switches but couldn't get the machine to work. When I called Henry to ask how did he diagnose the machine to find the switches to be the problem, he replied he didn't know but that the machine had lots of problems, there were tons of things wrong with that machine and that we should just change it. He said that changing parts to "see" if it works is the way we do things. I told him the way we should be doing things is by troubleshooting the problem before we start to replace multiply parts for no good reason. When I told him it is not the way we do things and with his experience he should have done better. He said he was not an expert and that I should just firing so he can get unemployment.



## Corrective Action Form

Employee Name Jose Gonzalez

Date of Warning: 5-26-10

Branch 630

Type of Violation (circle) Attendance Safety Dishonesty/Theft Carelessness Tardiness  
Insubordination Work Quality Drug/Alcohol

Violation Date: 5-25-10 Violation Time: 10:00am Place: Flagship

**Company Statement:** Jose was instructed to use his measuring cylinder to calibrate the chemicals being dispensed into Auto Chlor machines. Instead he has been using a visual method that is not accurate.

**Employee Statement:**

- ☐ I agree with Statement  
☐ I disagree with Statement for the following reasons:

Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### Warning Decision

Jose has been instructed to use the correct procedure to calibrate ACS machine at all times. If Jose can not perform ACS procedures he will continued to be disciplined.

Approved by: S.Villanueva

Title: Br Manager

Date: 5-26-10

### Previous Warnings:

Date: \_\_\_\_\_  
V/W \_\_\_\_\_

Date: \_\_\_\_\_  
V/W \_\_\_\_\_

I have read this "warning decision" and understand it.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor's Signature \_\_\_\_\_ Date 5.26.10

Follow-Up Date: \_\_\_\_\_

Page #1



# Corrective Action Form

Employee Name: Henry Gonzalez Date of Warning: 8/24/07  
 Branch 630

Type of Violation (circle) Attendance Safety Dishonesty/Theft Carelessness Tardiness  
 Insubordination Work Quality Drug/Alcohol  
 Violation Date: 8/20/07 Violation Time: \_\_\_\_\_ Place: \_\_\_\_\_

Company Statement: Henry is continuously not paying attention to detail. His install paperwork continues to miss, Acc info, serial #, rack reading or Address, causing us to have to go back.  
 • Henry continues to commit dates or info. to customers after he was instructed to refer customers to office or their sales person.  
 • Henry is a very good employee, but sometimes moves too fast and misses important details.

Employee Statement:  
☒ I agree with Statement  
☐ I disagree with Statement for the following reasons:  
 Employee Signature: [Signature]  
 Date: 9-17-2007

Warning Decision  
Henry must become more consistent with his paperwork and pay more attention to details on all his tasks. Henry must refer all install questions or issues to the office or sales person. Henry must call his supervisor after every job to recap.  
 Approved by: Samuel Villanueva Title: HR Mgr. Date: \_\_\_\_\_

Previous Warnings:  
 Date: \_\_\_\_\_  
 V/W: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 V/W: \_\_\_\_\_

I have read this "warning decision" and understand it.  
 Employee Signature: [Signature] Date: \_\_\_\_\_  
 Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Follow-Up Date: \_\_\_\_\_

To be removed in 6 months or less if no other issues.



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## Corrective Action Form

Employee Name: <u>Jose Henry Sanchez</u>	Date of Warning: _____
Branch <u>630</u>	

Type of Violation (circle) Attendance Safety Dishonesty/Theft <u>Carelessness</u> Tardiness
Insubordination <u>Work Quality</u> Drug/Alcohol
Violation Date: <u>9</u> Violation Time: _____ Place: _____

**Company Statement:** New Customer accused Henry of having a bad attitude and arguing with his Employee's. Henry has cost the company time and effort by not taking his time following instructions. If he doesn't understand he must ask. He must not give his opinion to customers but refer them to sales or management.

**Employee Statement:**  
☐ I agree with Statement  
☐ I disagree with Statement for the following reasons:

Employee Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Warning Decision**  
 Henry must understand that the customer's pay our salaries & we are a service company. He must learn to slow down & listen to instructions. Any other issues will result in further disciplinary action.  
 Approved by: Samuel Villanueva Title: Branch Mgr Date: \_\_\_\_\_

<b>Previous Warnings:</b>
Date: _____ V/W _____
Date: _____ V/W _____

<b>I have read this "warning decision" and understand it.</b>	
Employee Signature _____	Date _____
Supervisor's Signature _____	Date _____

Follow-Up Date: \_\_\_\_\_



## Corrective Action Form

Employee Name: <u>Jose Henry Gonzalez</u>	Date of Warning: <u>7/2/08</u>
Branch <u>630</u>	Written

Type of Violation (circle) Attendance Safety Dishonesty/Theft Carelessness Tardiness Insubordination Work Quality Drug/Alcohol
Violation Date: <u>6/14/08</u> Violation Time: <u>3pm</u> Place: _____
<u>7/2/08</u> <u>8AM</u>

**Company Statement:** Henry continues to ignore the times set with customers for installs. On several occasions he has been instructed to pay attention to the start times posted on the install board, but he continues to ignore it & fails to meet appointments set by the office.

**Employee Statement:**  
☐ I agree with Statement  
☐ I disagree with Statement for the following reasons:  
  
  
  
  
  
  
  
  
  
  
**Employee Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Warning Decision**  
Henry must begin to pay attention to start times set on the Board by the office, if for any reason he can not meet an appointment set by office he must contact the mgr ASAP.

Approved by: Samuel Villanueva Title: BR mgr Date: 7/2/08

**Previous Warnings:**

Date: 5/1/08  
V/W \_\_\_\_\_

Date: 6/14/08  
V/W \_\_\_\_\_

I have read this "warning decision" and understand it.

Employee Signature	Date
<u>[Signature]</u>	<u>7/2/08</u>
Supervisor's Signature	Date
<u>[Signature]</u>	<u>7/2/08</u>

Follow-Up Date: \_\_\_\_\_

EMPLOYEE FACT FINDING SHEET

8/20/07 I spoke to Henry 3 previous times about writing his daily tasks as well as any duties I assign to him down because he has proven that he can not follow them correctly. He continues to perform the wrong duties.

Today Lokal was supposed to be installed @ 8am. I instructed Henry on Friday to rebuild a A4. He rebuilt a U34 so they did not show up to the apt till 12pm. I told Henry on that same Friday not to commit to any customer any future dates or sales related information, but just refer them to the ~~apt~~ office or their salesperson.

That very day he told a <sup>install</sup> customer we would be back on Mon. 8/20/07, but we could not because we had to be @ Lokal @ 8am (full day). Customer called Ruben upset looking for Henry.

Henry also continues to forget to enter Rack Reading, Serial #, or model # on Customer Service Report. He is not paying attention to detail.

EMPLOYEE FACT FINDING SHEET

11.18.08 - This Wed. Morning Henry called to state that he left his hand truck at an apt from the day before. When I told him that was inconvenient, he ~~wasn't~~ because we have 2 install jobs scheduled & the first started @ 8 AM. He responded by saying he called Giulio & changed the start time & that he couldn't do 2 jobs today or for the next 2 weeks because he has company over his house that he is entertaining. I told him he does not know if he will be able to complete both jobs in 8 hrs but in any event we will try. He told me I don't know anything about installing so ask Mike Brigade & that it can't be done.

11/20/08 This morning Henry was given 2 R+R's  
 1. Nick's Pizzeria was D/O only @ 8 AM &  
 2. Juliette's - an installation AT. I told Henry he had to do the D/O 1st & then the install. Henry went to the install first. When I called Henry to ask why, because the customer & salesman was on site waiting he barked back at me saying I never told him & there is nothing he could do now because he started the install & it was a very big job that will take all day.